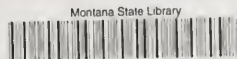


004.028  
I 13 INV

V. 10 NO. 1

July 1992



3 0864 1004 3110 8

Montana State Library

6 1992  
MONTANA STATE LIBRARY  
1015 E. 6TH AVE.  
HELENA, MONTANA 59620

# ISD News and Views

Volume 10 No. 1

Published by the Information Services Division

## Table of Contents

Commentary .....	1
Agency Spotlight .....	1
Equipment Renovation for Job Service Division .....	1
Microcomputers .....	2
IBM Pre-Installs OS/2 .....	2
Term Contract Status .....	2
IBM Support of Critical Servers ...	2
Techtalk .....	2
Some Revealing Tips About WordPerfect .....	2
End Notes .....	4
Systems and Management Training .....	4
New Rates for Training Classes ...	4
Submit Articles .....	4
ISD HELP DESK 444-2973 .....	4
Training Information .....	5
Training Calendar .....	7
Data Network/Mainframe Classes ...	9
Microcomputer Classes .....	9
Word Processing Classes .....	11
Spreadsheet Classes .....	13
Database Classes .....	15
Communication Classes .....	16

## Commentary

A very involved and progressive project is underway at the Job Service Division of the Department of Labor and Industry. Find out more about this project in this month's Agency Spotlight.

## Agency Spotlight

### Equipment Renovation for Job Service Division

Last spring, the Department of Labor and Industry's Job Service Division was awarded a \$1 million federal grant to replace all their existing computer equipment with PC work stations and Local Area Networks. At that time, all Job Service offices were connected to one of five IBM 8100 minicomputers throughout the state. Applications were also run on these machines. These minicomputers were not connected with each other and therefore did not share data or software.

For ease of implementation, the grant project was broken down into three manageable phases: (1) moving applications off the 8100 minicomputers to the Department of Administration's mainframe, (2) replacing the 8100 hardware, and (3) installing LAN's in each local office.

Phase 1 was completed in November of 1991 when software and files were consolidated and moved to the mainframe. The 8100's were used as throughput devices to the mainframe at this time.

Phase 2 was completed June 12th. This phase entailed removing all 8100 equipment--including terminals, printers, tape backup units, disk storage units, and the 8100 minicomputers--in over 26 sites throughout the state. This equipment was replaced with DEC 420sx PC's, IBM 2391 and 4226 printers, and gateways or SDLC connections. The offices require both CICS screens and VPS batch reports to be printed in their offices. For the smaller offices, both prints are performed on a single 2391 printer. The larger offices print CICS screens on the 2391 and VPS reports are printed on the larger 4226 printer.

PLEASE RETURN

The next phase consists of installing file servers in each Job Service office using Novell's NetWare 3.11. The final configuration has not been determined, but it will definitely include word processing and spreadsheet capabilities so that each staff person will have access to these software packages. They are also looking at including electronic mail, graphics and database software. Due to the distant location of many of the Job Service offices, a remote administration package is being tested for ease of troubleshooting and possible software upgrades. This phase will be completed by June of 1993.

These are major changes in the Job Service offices. The capabilities and expansion possibilities are many and exciting.

-- Anita Bangert, Department of Labor and Industry

## Microcomputers

### IBM Pre-Installs OS/2

IBM now pre-installs OS/2 on several of its 8556 models, and all of its 8557 models (PS/2 model 8556-045, 8556-055, 8556-059, 8557-045, 8557-049, 8557-055, and 8557-059). IBM previously listed these models with the option of having OS/2 installed; now these models are only available with OS/2 (and a free mouse).

ISD does not advocate the purchase of PC Workstations with OS/2 installed nor does it support OS/2. There have been problems reported with Windows Programs under OS/2, and difficulty with non-IBM machines. Another point of interest is OS/2's operational memory requirements. For example, if you are planning on running OS/2, and wish to have the same responsiveness as in a similar windows environment, then you will need 16MB of RAM.

If an agency wishes to purchase these PS/2 models, then they should purchase and install DOS 5.0 instead.

## Term Contract Status

A Dell revised price list (Addendum 3) will be issued in June. The Computerland revised price list (Addendum 3) will be issued by mid-June. Digital now has a representative in the local area and will soon have a local phone number to call. This representative will be available to provide specifications, configuration, and pricing help.

## IBM Support of Critical Servers

Correction to last month's issue--on our article about critical server maintenance support, the correct telephone number for Rocky Hill of IBM is 444-5022.

## Techtalk

### Some Revealing Tips About WordPerfect

The format codes you use in WordPerfect--tab settings, fonts, line spacing, paper or form definitions--can really dress up your document. Format codes are easy to use if you keep some basic ground rules in mind. These rules are pretty straightforward, but you can get into quite a tangle if you forget them. Some of the most easily forgotten rules are:

1. The code goes exactly where you put it.

WordPerfect places any format code immediately in front of your cursor, even if your cursor is in the mid[Tab]dle of a word. (See what I mean?) This placement gives you maximum control over your format. You can make a change whenever you like. However, if you want your format change to apply to the whole text, your cursor must be at the beginning of the document.

*Tip:* To move to the very beginning of your document, in front of all text and codes, press the Home key three times and then press the up arrow key (Home, Home, Home, up arrow).

2. WordPerfect follows your orders exactly in order.

You can use the same type of format code more than once. WordPerfect will execute each instruction in turn. If a format code occurs several times in a row, WordPerfect uses the last code it encounters. For example, suppose your cursor is in the right place for setting your tabs, but there's already a tab set code there. The new tab set code must follow the old one or it will be overruled by the old code.

*Tip:* Use Reveal Codes, **Alt+F3** or **F11**, to see what codes are already in place--and where your cursor is--before adding format codes. In Reveal Codes, your cursor shows up as a reversed-out bar. The code you add will go in front of that bar. Make sure your new code follows the code it is supposed to replace.

*Tip:* Once your document looks the way you want it, delete the old, unnecessary codes. Get rid of any repetitions or unused codes. For example, **[Bold]** and **[Und]** often don't get deleted with the bolded or underlined text. The cleaner your document is, the less trouble you'll have later placing new codes and seeing which codes you want to keep.

3. WordPerfect can only change what comes next.

WordPerfect reads a code as soon as it encounters the code. It executes the code at the next opportunity. For example, a setting for paper size and type must be the first code on the page. Otherwise, WordPerfect has already started setting up the page when it encounters the code. When that happens, WordPerfect executes the paper size and type change at the next opportunity--when it starts setting up the following page.

*Tips:* When adding codes at the beginning of your document, use **Home, Home, Home,** up arrow, then **Alt+F3** (or **F11**), then:

Make sure the codes affecting the whole page--paper size and type, top-to-bottom centering, and the like--occur first.

Make sure you end up with only one code--one font, one tab setting, one set of headers--for each format addition or change. If you make revisions, delete the old code as soon as you're happy with the new one.

4. WordPerfect does exactly what it's told.

You've revealed your codes and checked your document but it still changes to a font four sizes too small in the middle of page six? Or it keeps going back to the tab setting you erased three revisions ago? Your codes are just where they should be, doing just what you want--only it isn't working? You've cleaned out all the old, unnecessary codes and that didn't fix it? You probably have an incorrect code, somewhere between the correct codes and the spot where you first see the problem. You can use the **Search** command to help you locate the incorrect code.

- a. Move the cursor one full page above the problem area. (Better yet, press **Home, Home, Home,** up arrow, then move to your first code setting that does work.)
- b. Turn Reveal Codes on (**Alt+F3** or **F11**).
- c. Press the Search key (**F2**). The prompt, **->Srch: \_**, appears in the lower left corner.
- d. Press the keys you'd use to make the change you're trying to find. Then make the appropriate selection from each menu that appears in the lower left corner of the screen. For example, to find that elusive font change, press the Font key (**Ctrl+F8**).

From the menu that appears, select **4, Base Font**. The search prompt reappears as, **->Srch: [Font]**.

- e. Press the Search key (**F2**) again to start the search. If the first font code found is correct, press the Search key twice more to continue the search. Continue Searching until you find the incorrect font code or the **\* Not found \*** message appears at the lower



left of your screen.

- f. If your first search is unsuccessful, try related codes or changes that could produce the undesired effect. In the font example, likely candidates would be Size or Appearance changes.

You can skip step b., and leave Reveal Codes off. However, you may find it's easier to see the results of your search if you can see the codes.

If you have any questions about these rules and tips, or about any WordPerfect format or control codes, call Sherry Hanks at End User Computing, 444-1392.

## *End Notes*

### *Systems and Management Training*

The Department of Labor and Industry is hosting two courses this fall to be presented by Sys•tem•á•tion, a systems and management training company based in Denver, Colorado. The first class is "Fast Start in Systems Analysis." It is scheduled for September 28th through October 2nd. The second class, scheduled for October 5th through 7th, is "Fast Start in Project Management." These classes are open to any State government employee. Training costs will be pro-rated among students. Each class is offered once, and enrollment is limited to 24 students per class. If you are interested in attending, be sure to call soon. For more information, or to sign up for a class, contact Kirsten Graham at 444-3421.

### *New Rates for Training Classes*

Speaking of costs, the new fiscal year brings the usual evaluation of charges for ISD's computer training. Our increased training costs translate into a change from \$75 per day to \$80 per day for regularly scheduled classes. This rate change is effective July 1, 1992. For the cost of each class, please see the Training Information section on the following page.

### *Submit Articles*

If you wish to submit an article to *News and Views* for publication, the following schedule provides dates that articles must be received by in order to be included in the issues listed below:

September Issue	07/22/92
October Issue	08/18/92
November Issue	09/21/92

### *ISD HELP DESK 444-2973*

Have a problem? Need ISD assistance or support for any of your information processing needs--either voice or data? The central contact point is the ISD Help Desk.

945 copies of this public document were printed at a cost of \$283.50.

Distribution costs are \$16.50.

Editor: Curt Secker

# Training Information

All classes will be held in the Training Room in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced. The cost of classes is shown below. Please note that these costs are subject to change each July 1.

To enroll in a class, send an enrollment application to the Department of Administration, ISD Help Desk, Mitchell Building, Helena, MT 59620. If you have questions about enrollment, telephone the Help Desk, 444-2973. *Once you enroll in a class, by mail or telephone call, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

The classes available and their costs are as follows:

<u>Class Name</u>	<u>Cost</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 80.00	1
*Introduction to JCL (Job Control Language)	320.00	4
*Introduction to CICS Programming	**	5
*Introduction to IDMS Database Programming	**	5
*IDMS ADS/Online	**	5
*Introduction to CULPRIT	240.00	3
*Subscribing in CULPRIT	FREE	¼
*CULPRIT Programming for IDMS	160.00	2
*Using COMPAREX	40.00	½
*Introduction to SAS: Module 1	20.00	¼
Module 2	20.00	¼
Module 3	200.00	2½
Module 4	40.00	½
Module 5	40.00	½
*Novell Network Administration	160.00	2
Novell NetWare System Manager	**	3
Novell NetWare Advanced System Manager	**	3
*PC Memory Management Options and Considerations	FREE	¼
*Windows Purchase, Installation and Use Considerations	FREE	¼
*Windows for the Technical Support Team	**	2
Beginning Microcomputer Skills	80.00	1
Fundamentals of DOS	80.00	1
Intermediate DOS	80.00	1
*Introduction to Novell Networks	40.00	½
Introduction to Windows	80.00	1
Introduction to WordPerfect (5.0 or 5.1)	120.00	1½
Advanced Features of WordPerfect 5.0	120.00	1½
WordPerfect (5.0 or 5.1) Complex Document Functions	40.00	½
More WordPerfect (5.0 or 5.1) Complex Document Functions	40.00	½
WordPerfect 5.1 Tables	40.00	½
WordPerfect 5.1 Columns and Math Functions	40.00	½
WordPerfect 5.1 Graphics	80.00	1
WordPerfect Merge and Sort Functions	40.00	½
WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼

*Spreadsheet Design and Documentation	80.00	1
*Conversion from Lotus 1-2-3 Rel. 2.2 to Rel. 3.1	FREE	¼
Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)	160.00	2
Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)	80.00	1
Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)	40.00	½
Lotus 1-2-3 Graphics (Release 2.3 or 3.1)	40.00	½
Lotus 1-2-3, Release 3.1, 3-Dimensional Spreadsheets	40.00	½
*Freelance	80.00	1
*Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)	160.00	2
*Introduction to Lotus 1-2-3 Database Features	160.00	2
*Introduction to PFS:Professional File, Ver. 2.0	80.00	1
Micro Database Concepts and Design	80.00	1
Introduction to R:Base, Release 3.1	200.00	2½
*R:Base Query and Reports (Rel. 3.1)	80.00	1
*R:Base Views (Rel. 3.1)	FREE	¼
*Intermediate R:Base (Rel. 3.1)	160.00	2
*Introduction to dBASE III+	280.00	3½
State Telephone Training	FREE	¼

\* This class is not scheduled during the time covered in this issue.

\*\* The cost of this class is not yet determined because it depends on the number of students and the contract amount.

# Training Calendar

## Data Network/Mainframe Classes

August 6	Introduction to TSO/SPF
August 17-19	NetWare System Manager
September 2-4	NetWare Advanced System Manager
September 28-30	NetWare System Manager

## Microcomputer Classes

July 1	Fundamentals of DOS
July 23	Intermediate DOS
August 5	Beginning Microcomputer Skills
August 10	Fundamentals of DOS
August 14	Introduction to Windows
September 1	Beginning Microcomputer Skills

## Word Processing Classes

July 6, July 7 a.m.	Introduction to WordPerfect (5.0 or 5.1)
July 14	WordPerfect 5.1 Graphics
July 17 a.m.	WordPerfect 5.1 Tables
July 22 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions
Aug. 12, Aug. 13 a.m.	Introduction to WordPerfect (5.0 or 5.1)
August 20 a.m.	WordPerfect Merge and Sort Functions
August 26 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions
August 27 a.m.	More WordPerfect (5.0 or 5.1) Complex Document Functions
August 31 a.m.	WordPerfect 5.1 Columns and Math Functions
Sept 8, Sept 9 a.m.	Introduction to WordPerfect (5.0 or 5.1)
September 17 p.m.	WordPerfect 5.1 Tables
Sept 21, Sept 22 a.m.	Advanced Features of WordPerfect 5.0
September 23 p.m.	WordPerfect 5.1 Tips & Tricks

## Spreadsheet Classes

July 2 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
July 8 a.m.	Lotus 1-2-3 Release 3.1, 3-Dimensional Spreadsheets
July 13	Intermediate Lotus 1-2-3 (Release 2.3 or 3.1)
July 20 & 21	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
August 11 a.m.	Lotus 1-2-3 Graphics (Release 2.3 or 3.1)
August 24 & 25	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
September 10	Intermediate Lotus 1-2-3 (Release 2.3 or 3.1)
September 11 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
September 11 p.m.	Lotus 1-2-3 Release 3.1, 3-Dimensional Spreadsheets
September 24 & 25	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)



### Database Classes

September 14

Sept. 15 & 16, Sept. 17 a.m.

Micro Database Concepts and Design

Introduction to R:Base, Release 3.1

### Communication Classes

July 15 a.m.

State Telephone Training



## *Data Network/Mainframe Classes*

**INTRODUCTION TO TSO/SPF:** presented by Sherry Hanks of the Application Services Bureau

**DATE:** August 6, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** 3270nd (Interactive Class on Terminal Operation)  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

## *Microcomputer Classes*

**BEGINNING MICROCOMPUTER SKILLS:** presented by the staff of The Computer School

**DATES:** August 5, 1992  
September 1, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** None  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

**FUNDAMENTALS OF DOS:** presented by the staff of The Computer School

**DATE:** July 1, 1992  
August 10, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Beginning Microcomputer Skills  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

**INTERMEDIATE DOS:** presented by the staff of The Computer School

**DATE:** July 23, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Fundamentals of DOS or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- |                        |           |
|------------------------|-----------|
| • ATTRIB               | • JOIN    |
| • Batch File Creation  | • LABEL   |
| EDLIN                  | • MODE    |
| Batch file commands    | • REPLACE |
| • DISKCOMP             | • SELECT  |
| • Filters (FIND, MORE) | • XCOPY   |

**INTRODUCTION TO WINDOWS:** presented by the staff of The Computer School

**DATE:** August 14, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Beginning Microcomputer Skills or three months of daily microcomputer use  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation
- Window sizing and movement
- Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

## Word Processing Classes

**INTRODUCTION TO WORDPERFECT:** presented by the staff of The Computer School

**DATE:** July 6 and 7, 1992  
August 12 and 13, 1992  
September 8 and 9, 1992  
**TIME:** 8:30 a.m. to 3:30 p.m. on first day  
8:30 a.m. to noon on second day  
**PREREQUISITE:** Beginning Microcomputer Skills or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

**ADVANCED FEATURES OF WORDPERFECT 5.0:** presented by staff of The Computer School

**DATE:** September 21 and 22, 1992  
**TIME:** 8:30 a.m. to 3:30 p.m. on first day  
8:30 a.m. to noon on second day  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

**WORDPERFECT 5.1 TABLES:** presented by staff of the Computer School

**DATES & TIMES:** July 17, 1992, 8:30 a.m. to noon  
September 17, 1992, 1:00 p.m. to 4:30  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation of tables in WordPerfect 5.1. Once students practice with WordPerfect's Tables feature they will be able to create and edit large, complex tables and provide automatically for table entries requiring calculation. Students will learn to create tables with text only or with combinations of text and numbers. Students will use math functions and create formulas to generate table entries and will define and generate column totals and row totals.

**WORDPERFECT 5.1 COLUMNS AND MATH FUNCTIONS:** presented by staff of the Computer School

**DATE:** August 31, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.



This class will cover the column and math features in WordPerfect 5.1. Students will learn to set up and edit newspaper and parallel columns of various widths and lengths. They will practice editing text or figures in columns without losing the desired layout or visual effect. For column entries requiring calculation, subtotals and totals, students will learn to create and use column definitions, math functions, and formulas.

**WORDPERFECT MERGE AND SORT FUNCTIONS:**

presented by staff of the Computer School

**DATE:** August 20, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of ways. They will also learn to merge primary and secondary files for mass mailing, for example, and to set up files for keyboard merges.

**WORDPERFECT COMPLEX DOCUMENT FUNCTIONS:**

presented by staff of the Computer School

**DATE:** July 22, 1992  
August 26, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover Master and Subdocument design as well as creation of tables of contents. Using WordPerfect's Master Document feature allows creation of larger or more complex documents while providing more manageable and editable documents. Examples are reports containing multiple chapters or requiring tables of contents, lists of figures and tables, outlines, headers and/or footers. Students currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that make it easy to generate tables of contents, lists and outlines and to combine subdocuments into a complex master document. Students will learn how to build, edit and expand a master document that includes lists of the document's contents.

**MORE WORDPERFECT COMPLEX DOCUMENT FUNCTIONS--FONTS, STYLES AND LISTS:**

presented by staff of the Computer School

**DATE:** August 27, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** WordPerfect (5.0 or 5.1) Complex Document Functions  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will expand upon the concepts covered in the prerequisite class. Persons currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that they can use to create a variety of reports and other complex documents. Students will learn to incorporate lists of tables and figures, headers and footers, footnotes or endnotes, and cross-referencing into the Master and Subdocument design. The class will also cover the use of Style, Font, Text In/Out, Graphics and Compose functions for document design and layout. This class will be taught using WordPerfect 5.1, but concepts and functions covered are available in WordPerfect 5.0.



**WORDPERFECT 5.1 GRAPHICS:** presented by staff of the Computer School

**DATE:** July 14, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Introduction to WordPerfect  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation and use of WordPerfect 5.1 graphics. Students will learn to create and edit graphic figures, boxes and lines. Hands-on exercises will include using these boxes, figures and lines with a variety of fonts and with the compose function. The class will also cover changes in the Setup and Print functions often associated with graphics.

**WORDPERFECT 5.1 TIPS AND TRICKS:** presented by Brent McAllister of WordPerfect Corporation

**DATE:** September 23, 1992  
**TIME:** 1:30 p.m. to 3:30 p.m.  
**PREREQUISITE:** Introduction to WordPerfect (5.0 or 5.1); Advanced Features of WordPerfect (5.0 or 5.1) is recommended  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free session demonstrates tips and a variety of tricks for using such features as edit, block, tables, columns, tabs, keyboard, merge and sort, graphics, and print. The focus is on some of the more complex desktop publishing capabilities of WordPerfect. The more familiar you are with the basic and some advanced features, the more you will gain from this demonstration. In addition to hands-on practice, there will be a hand-out with detailed instructions for each of the features and tips presented.

### *Spreadsheet Classes*

**INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3 OR 3.1:** presented by the staff of The Computer School

**DATE:** July 20 and 21, 1992  
August 24 and 25, 1992  
September 24 and 25, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m. each day  
**PREREQUISITE:** Beginning Microcomputer Skills  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files

at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

**LOTUS 1-2-3 WYSIWYG FEATURES:** presented by the staff of The Computer School

**DATES:** July 2, 1992  
September 11, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to Lotus 1-2-3  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. It introduces students to the WYSIWYG (What You See Is What You Get) features of Lotus 1-2-3. The class consists of lecture and hands-on practice with the following features:

- Format--fonts, boldface, italics, underline, shadow, and outline
- Text--ranges, alignment, edit
- Screen display, zoom and customization
- Graphics within a worksheet--adding, enhancing, changing size or location
- Page layout
- Previewing and printing
- Advanced WYSIWYG features

**LOTUS 1-2-3 GRAPHICS:** presented by the staff of The Computer School

**DATE:** August 11, 1992,  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to Lotus 1-2-3  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. After a review of the basic Graph features, students will explore options such as automatic graph creation, group data ranges, graph windows, graph areas and Named versus Saved graphs. The class will then cover graphic display and print options. Students will learn to select colors, patterns, fonts and graph types and to save graphs and incorporate graphics into their spreadsheets.

**INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1:** presented by the staff of The Computer School

**DATE:** July 13, 1992  
September 10, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Introduction to Lotus 1-2-3  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions
- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

**LOTUS 1-2-3, RELEASE 3.1, 3-DIMENSIONAL SPREADSHEETS:** presented by the staff of The Computer School

**DATES & TIMES:** July 8, 1992, 8:30 a.m. to noon  
September 11, 1992, 1:00 p.m. to 4:30

**PREREQUISITE:** Introduction to Lotus 1-2-3

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 3.1 who are using Lotus 1-2-3 to create spreadsheets. It covers the purposes of three dimensional spreadsheets and provides hands-on practice with multiple (3-dimensional) worksheets within a file. Features covered include:

- Multiple worksheet uses
- Inserting and deleting worksheets
- Navigation among worksheets
- Working with three-dimensional ranges
- Perspective view
- Using group mode
- Working with more than one file in memory
- Navigating among files

### *Database Classes*

**MICRO DATABASE CONCEPTS AND DESIGN:** presented by Denny Knapp of the Application Services Bureau

**DATE:** September 14, 1992

**TIME:** 8:30 a.m. to 4:30 p.m.

**PREREQUISITE:** Beginning Microcomputer Skills

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to give participants a preliminary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by ISD.

**INTRODUCTION TO R:BASE, RELEASE 3.1:** presented by the staff of The Computer School

**DATE:** September 15 through September 17, 1992

**TIME:** 8:30 a.m. to 4:30 p.m. on first and second days

8:30 a.m. to noon on third day

**PREREQUISITE:** Beginning Microcomputer Skills, Micro Database Concepts and Design and Fundamentals of DOS

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will give participants hands-on experience creating a database and developing a simple application with R:Base 3.1. The application will include database updates, queries, and simple form and report generation. The R:Base menu system will be used to develop the application. This class will not cover the R:Base command mode or programming other than menu system application development.

### *Communication Classes*

**STATE TELEPHONE USER TRAINING:** presented by the staff of the Telecommunications/Network Services Bureau

**DATE:** July 15, 1992

**TIME:** 8:30 a.m. to noon

**PREREQUISITE:** None

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. The different calling capabilities available and the dialing plan will also be discussed. This is an interactive class combining demonstrations with hands-on use of the features and the dialing plan.



*ISD CLASS ENROLLMENT APPLICATION*  
*COMPLETE THIS APPLICATION IN FULL AND*  
*RETURN IT TO THE INFORMATION SERVICES "HELP DESK"*  
*PRIOR TO THE FIRST DAY OF CLASS*

COURSE DATA

Course Requested: \_\_\_\_\_

Date Offered: \_\_\_\_\_

STUDENT DATA

Name: \_\_\_\_\_

Soc. Sec. Number (for P/P/P): \_\_\_\_\_

Agency & Division: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BILLING INFORMATION/AUTHORIZATION

ISD Billing Number (5 digits): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS  
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE  
THE START DATE OF THE CLASS.

*SEND COMPLETED FORM TO:*  
*ISD HELP DESK, DEPARTMENT OF ADMINISTRATION*

DEPARTMENT OF ADMINISTRATION  
INFORMATION SERVICES DIVISION  
ROOM 25 MITCHELL BLDG  
HELENA MT 59620

HAROLD CHAMBERS  
MONTANA STATE LIBRARY  
REFERENCE & INFO SERVICES  
1515 E SIXTH  
HELENA MT 59620

DEADHEAD